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Systems Administrator

Office of the TN Attorney General and Reporter

Job Summary:

The Tennessee Attorney General's Office has an immediate opportunity for a Systems Administrator that is fluent in Microsoft technologies to join our team. This role will be responsible for administering our Enterprise Active Directory, Office 365, Hyper-V and Service Now Environments. This position will also be instrumental in defining our cloud strategy moving forward.

Operational support of our organization consists of Microsoft Windows 2012, 2016, and 2019 servers predominantly in a Hyper-V environment. This position will be based in Nashville but occasional travel to our satellite offices will be required. The successful applicant must be able to work in a collaborative environment and have strong communication and customer service skills.

Key Responsibilities:

- Work with the team to plan future information technology innovation
- Assist in planning, implementing, troubleshooting and deploying systems across the technological infrastructure
- Ensure high availability across all systems and applications as required
- Serve as SaaS administrator for the office. Software includes Office365, Exchange Online, SharePoint Online, Azure AD, Cisco Security Suite, Service Now and One Drive
- Provide Tier II/III technical support and troubleshoot across multiple lines of technology
- Support of file and print services
- Microsoft Hyper-V administrator with Power Shell scripting
- Azure Cloud administrator syncing with onsite Active Directory
- Microsoft SQL Farm administration
- Manage office DNS
- Support and maintenance of Active Directory
- Utilize written and oral communication skills including maintaining documentation using Word, Visio, spreadsheet data along with speaking and making presentations at meetings

Required Experience:

- 5+ years of system administration experience
- 3+ years of Microsoft Office 365 Exchange, SharePoint and One Drive experience
- 5+ years of Active Directory, GPO's, DHCP and DNS in an Enterprise environment

- 3+ years of PowerShell Scripting

Preferred Experience:

- 3+ years of Administering Microsoft Exchange environment
- 3+ years of Microsoft Windows Server 2012 and 2016 experience
- 5+ years of Hyper-V administration in an Enterprise environment
- 3+ years server OS optimization and hardening
- 2+years of Microsoft SQL administration
- Cisco Security Suite experience
- Azure Active Directory experience
- Administering Service Now experience
- Experience supporting over ~300 users
- Familiarity with Microsoft System Center including Configuration Manager, Virtual Machine Manager
- Knowledge of Cisco UCS, VNX5200, EMC Recovery Point
- SSL, Certs, NTFS and File Share setup and permissions

Education and Certification (Preferred):

- Graduation from an accredited college or university with a bachelor's or associate degree in Information Technology or Information Systems with 4 years of experience OR 1 year of experience can substitute for a year of education on a year to year basis plus an additional 4 years of Enterprise experience.

To apply:

Please submit your resume to pete.sullivan@ag.tn.gov by August 1, 2019.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.